

APPRAISER III

CODES/PAY GRADE

Class Code: 4315

EEO Code: C

Pay Grade: 122

MAJOR FUNCTION

Moderately complex technical work in the collection and analysis of economic, legal, physical, and sociological data in order to determine just value of varied types of property in accord with statutory provisions.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Performs field evaluation duties in the implementation of the appraisal program.

Reviews section maps, plats, surveys, sketches, aerial photographs and various other documents of a technical and/or legal nature.

Resolves complex appraisal problems in varied types of property.

Gathers, interprets, and restructures income data in utilizing the income approach to value on commercial and industrial property. Performs cost studies to insure accuracy of the cost data utilized in the cost approach to value, and determines allowances for physical deterioration and functional and economic obsolescence when utilizing the cost approach to value.

Contacts property owners and obtains information for use in evaluating the property.

Advises property owners concerning methods and procedures used in determining property values and appraisal techniques utilized on varied types of property.

Compiles records necessary for appraisals including building permits, blueprints, maps, zoning classifications, variances and deed restrictions.

Measures perimeter of structures. Draws sketches to scale. Computes land area and perimeter of structural improvements when necessary.

Reviews property records and other data for physical characteristics, area development, accessibility, population trends, transportation, schools, community facilities and compliance with zoning and

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related regulations.

Compiles recent sales data from local government records, title, and abstract sources, newspaper reports and real estate listings. Verifies and adjusts data based on differences in physical, legal or economic factors in order to ascertain indications of market value (subject to supervisory review). Performs market studies to ascertain changes in market conditions and resulting needed changes in assessment practice.

Collects and interprets data to logically support assessments when challenged by a property owner either in person or via legal proceedings. May attend Value Adjustment Board hearing to discuss evaluations.

Assists in training, scheduling and reviewing work of subordinate appraisers.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

All knowledge, abilities and skills of the lower classifications. Knowledge of the cost, market, and income approaches to value. Knowledge of Florida law and regulations affecting assessment practice, as well as variations in geographic and economic factors throughout the County which are pertinent to property valuation.

Ability to read, write, and interpret all types of legal descriptions, including metes and bounds, as well as the ability to locate property on County parcel maps. Ability to explain and discuss assessment information and procedures with members of the general public in a tactful and responsible manner. When assessing commercial or industrial property, the ability to discuss the income of the property, the necessary restructuring of income data, and the theory and practice of applying the income approach to value, with the property owner or his property representative, manager, CPA, or attorney.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Finance, Business Administration, Real Estate, or related field, and four (4) years progressively responsible experience in the appraisal of real estate.

Possession of valid Florida drivers license.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

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ADA REQUIREMENTS

Physical Demands: Sedentary work. Ability to traverse uneven, wet terrain. Ability to see, hear, talk, reach.

Environmental Demands: Inside and outside work. Ability to tolerate inclement weather including rain, heat, humidity, cold.

Mental Demands: Ability to read and comprehend maps, blueprints, aerials; legal statutes, ordinances, documents; reports, financial reports, memos, letters, instructions. Ability to perform shop math. Ability to speak clearly and concisely; conversant in theory and practices of discipline; persuasive speaking. Ability write reports, summaries, letters.

Revised 10/94